

COURT FINANCIAL OFFICER

DEFINITION

Under administrative direction, plans, directs, organizes and manages the budgetary accounting, fiscal reporting, revenue disbursement, collections and related functions of the Court; analyzes, evaluates, recommends and implements procedural and fiscal control and reporting improvements to the Court's operational management; acts as the Court's budgetary and fiscal liaison with the State of California and other agencies; reviews and evaluates staff and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single position class reports to the Deputy Court Executive Officer and is responsible for all financial activities of the Court directly and/or through subordinate supervisory, professional, clerical and technical staff. Budgetary responsibilities include the preparation and administration of multiple budgets that meet State requirements.

ESSENTIAL FUNCTIONS

1. Plans, organizes, directs and manages, directly and/or through subordinate supervisory, professional and technical staff, the fiscal operations of the Court.
2. Develops, implements and interprets financial policies and procedures, ensures same are in accordance with applicable laws, requirements and professional accounting and reporting practices.
3. Acts as court's liaison regarding budgetary and fiscal matters with the State.
4. Oversees the preparation and monitoring of the court's budgets.
5. Assists executive management, judicial officers and other court management in determining fiscal impact of legislation; provides advice and consultation regarding the court's financial resources, policies and procedures.
6. Oversees the preparation of complex studies, projects and reports pertaining to financial planning, budget projections and the protection of court assets, oversees the preparation of standard monthly, quarterly and annual reports.

7. Manages the functions of accounting, budgeting, collections, revenue and financial information systems.
8. Supervises and directs technical, supervisory, professional and clerical staff; develops goals and objectives for the work unit consistent with court policies; develops standards against which to evaluate performance.
9. Coordinates auditing processes and acts as the Court's liaison with external auditors.
10. Monitors and evaluates the effect of legal, technological and procedural changes related to accounting, fiscal reporting and related functions; evaluates their effect upon Court activities and recommends and implement policy and procedural modifications as required.
11. Prepares or directs the preparation of fiscal and administrative studies, reports, research or special projects.
12. Oversees the administration of grant funded programs, including developing reporting systems, ensuring that funding requirement are met and coordinating funding agency audits.
13. Performs other duties as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelors degree in Accounting, finance, business administrator, public administration or related field and five years of professional level experience in fiscal reporting, accounting, budget administration, including two (2) years of managerial experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience in a court or criminal justice setting is highly desirable.

Knowledge of

Principles, practices and procedures of governmental, fund, cost and general accounting, automated financial record keeping, budget development and administration, auditing and reconciling financial documents and records, grant and trust fund administration, revenue disbursement, principles and practices of management, project management, analytical processes , computer applications related to accounting, budgeting and fiscal reporting, applicable federal, state and local laws, regulations and reporting requirements, and basic court terminology.

Ability to

Develop, implement and administer a multiple accounting control system, fund disbursement and fiscal reporting system, develop monitor and control multiple functional and/or program budgets, conduct difficult and complex analysis of fiscal reports, cash flow, and accounting systems, interpret, apply and explain complex laws, codes, regulations, policies and procedures, communicate effectively, both orally and in writing, supervise, train and evaluate staff, meet critical deadlines, establish effective working relationships with executives, judicial officers, managers, subordinates, members of the public, other agency staff, work with minimal direction and conduct and facilitate meetings.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 11/04